

Way Station, Inc.  
Tobacco-Cessation Action Plan

Goal: All Way Station campuses are Tobacco-Free by May 2016.

1. Objective: Establish a Tobacco-Free Leadership
  - a. Establish Organizational Leadership who will be responsible for creating and implementing the Tobacco-Free Policy
    - i. Key Members
      1. Chief of HR
      2. Director of Property Management
      3. Chief of Operations
      4. Program Directors
      5. Key Employee Groups
      6. Key Client Groups
      7. Health Home Director
      8. Director of Quality Improvement and Compliance
      9. Other members?
    - ii. Establish regular meeting times
  - b. Create “Change Teams” at each location to facilitate to implement Tobacco-Free Policy at each location
    - i. Key Members
      1. Program Director
      2. Key Employees (“reformed” smokers and current smokers)
      3. Key Clients (“reformed” smokers and current smokers)
      4. Other members
    - ii. Establish regular meeting times
      1. Discuss how the dialogue around moving to a Tobacco-Free Campus will integrate into the sites program/culture
2. Objective: Create a Timeline that includes key steps and dates
3. Objective: Craft the message –Explain why we want to address tobacco-use in our programs and what we want to accomplish
  - a. Health Benefits for clients and staff
4. Objective: Draft the Policy
  - a. Provides a clear rationale that cites the documented health risks that tobacco use poses
  - b. Created in consultation with staff and clients
  - c. Articulates tobacco use expectation for WSI Campuses and residential sites
  - d. Integrated into HR policies as necessary
  - e. Defines access to cessation medications
5. Objective: Clearly Communicate Intention
  - a. Inform staff and clients of tobacco-free policy timeline as early as possible

- b. Articulate the supports available to help those who want to set goal of quitting adjust and begin the process
  - c. Create announcements and written communication to staff, clients and other partners
  - d. Establish listening sessions to hear and respond to staff and client concerns
6. Objective: Educate Staff and Clients
- a. Posting State Quit Line in all buildings
  - b. Informational Sessions (Health Benefits if quitting)
  - c. Provide staff education and training around tobacco-cessation. Training should include:
    - i. The association between mental illness, substance abuse and tobacco dependence
    - ii. Evidence based pharmacotherapy and counseling for tobacco cessation
    - iii. Brief screening and assessment tools
    - iv. Practical strategies for include of tobacco cessation into treatment planning
    - v. Community referral resources
7. Objective: Offer Tobacco-Cessation support
- a. Implementation of “Learning about Healthy Living” curriculum in all day programs by June 30, 2015
  - b. Identify other programs and groups to offer Tobacco-Cessation support, provide training and curriculum
  - c. Integrate tobacco screening, assessment, treatment and referral into policies and procedures.
  - d. Tobacco Cessation Medications - Determine if Way Station will provide Nicotine Replacement Therapy on site by June 30, 2015.
  - e. Tobacco Cessation Counseling
  - f. Quitlines
  - g. Peer to Peer
  - h. Review Way Station Healthy Incentives for staff to ensure they provide supports for staff in Tobacco-Cessation by June 30, 2015
  - i. Add Tobacco Cessation resources as part of new hire packet
8. Objective: Build Community Support
- a. Create alternative to smoke breaks including outside activities
9. Objective: Launch the Policy
- a. Post signage
  - b. Process to inform visitors
  - c. Kick off celebration
10. Objective Monitor the Policy and Respond to Challenges